

Teleworking Assistance and Guidance for Agencies

This page provides details on the types of assistance that is available to agencies from DHRM's Office of Agency Human Resource Services.

Assistance from assigned agency HR Management Consultants is available to agencies and covers a wide range of issues in policy and law, including:

- Interpreting provisions of [Policy 1.61, Telework](#) in which agencies are to:
 1. establish internal policies and procedures;
 2. maximize appropriate use of teleworking;
 3. identify positions appropriate for teleworking;
 4. develop work agreements;
 5. identify and provide justification for broad categories of positions ineligible for teleworking and the justification;
 6. and report annually to the Secretary of Administration
- Meeting requirements of Section 2.2-2817.1 of the Code of Virginia in which agencies are to:
 1. establish telework and alternate work schedules;
 2. identify types of employees eligible for teleworking and alternate work schedules;
 3. identify and provide justification for broad categories of positions determined to be ineligible for teleworking and alternate work schedules;
 4. identifying benefits of teleworking and alternate work schedules;
 5. setting annual percentage targets for positions eligible for alternate work schedules (25% goal of eligible by July 1, 2009);
 6. and reporting annually to the Secretary of Administration.
- Resolving questions and directing to appropriate responder as appropriate.

Checklist for Teleworking

- An aide that can be used in determining eligibility for teleworking. ([Click here to see checklist](#))

Teleworking eligible guide lists by Role and SOC

This list can be used to assist in determining eligibility for teleworking. (** [Click here to see guide](#))

- This approach provides occupational and/or usage distinctions. If the Role and SOC convey that the nature of the work lends itself to teleworking, either occasionally or full-time, the SOC entry has been designated as “yes”.
- This approach results in 58% of the 1,834 SOC/Role entries being designated as eligible, which equates to approximately 27,059 employees. (There aren't 1,834 SOC codes. A single Role can have multiple codes assigned to it by various agencies, and a single SOC can cross career groups, which means the report on coding carries 1,834 entries.)

Resources:

- [Department of Accounts' Telework Expense Payment Policy](#)
- [Governor Kaine's Telework Goals](#)
- [Council on Technology Services \(COTS\)](#)
- [DRPT's Tele!Work VA](#)
- [DRPT Commuter Choice](#)
- [Section 2.2-2817.1 of the Code of Virginia](#)
- [Training Course - Teleworking and Risk Control for Managers](#)

** The eligibility guide is in Microsoft Excel format. If you do not have Excel, a [free reader](#) is available to download.